Session-1

Role and responsibilities of ERO & AERO

Time – 30 min.

Objective – To get acquainted with roles and responsibilities of ERO & AERO

Resource Required-

1- Facility for power point presentation.

2- Flip Chart.

3- Marker pens.

4- White board.

Method-

1. Make a power point presentation of the roles and responsibilities of the ERO and AERO. Give out copies of the presentations as handouts before the presentation.

2. Emphasize on the importance of the role of ERO and AERO with its legal authority. The importance of the sanctity of the electoral roll in the entire election process. Emphasize on the responsibility that is given to the ERO and AERO, who through their actions are singularly responsible for giving a person the constitutional right to vote as a citizen of our country. Any negligence/non action might rob a legitimate citizen from exercising his basic right.

3. The trainees should be given basic idea about resource mapping, checking the credentials and appointment of BLOs and Supervisors. Developing alternative/parallel channels to cross verify the BLO reports at random.

4. The provisions in ERONET and the necessity to continuously check ERONET and observe the health of the roll and take necessary actions. The election and non-election period work and responsibilities. The mechanisms to train and review the BLOs and supervisors on a regular basis.

5. The importance of SVEEP activities and ensuring that all eligible voters and new voters are enrolled in time.

6. The importance of regularly attending to complaints received from ERONET and other informal channels.

7. Question and answer session.

Session-2
Legal Provisions related to EROs/AEROs

Time-60 min

Objective- To explain the legal provisions related with ERO/AERO in Electoral Roll preparation and management of electoral roll along with precautionary measures followed during preparation of electoral Roll.

Resource Required-

1-Facility for power point presentation
2-Statutory Forms (All 20 forms)

Method –

1. The resource person will begin with focus on legal provisions mentioned in Representation of People Act-1950 and regulations of registration of Electoral Rules 1960.
2. Various types of statutory forms used during electoral roll preparation should be given to the trainees.
3. The Resource person should conclude the session with remarks that important legal provisions should be kept in mind during preparation of electoral roll, by ERO/AERO.
4. The trainees should be asked to go through the forms and familiarize themselves with all the fields of the forms.
5. The trainees should be asked to fill in at least one of the forms in the last 5 minutes

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Session-3

Administrative machinery, Layout and structure of electoral roll and types of roll revision.

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Time – 90 min

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Objective – To enable the trainee to understand the administrative machinery involved in preparing the roll, the entire layout and structure of the electoral roll including service voters and overseas voters, the mandatory components of the electoral roll, and the types of roll revision done under law.

Resource required-

1. Facility for power point presentation.
2. A copy of electoral roll of a part of the state to which the trainee belongs.
3. For states where rolls are to be given in multiple languages, then provide atleast two rolls in different languages.

- The part given to the trainees should consist of addition, deletion and correction supplements.
- The part should also consist of overseas voters.
- The roll should also have proxy voters marked.
- Marked for PwD and Important persons

4. The same roll to be provided in alphabetical order, as given to the polling station
5. The last part of the electoral roll of the assembly constituency with service voters (as sample) should be given.
6. The map of the assembly constituency
7. A sketch map of a polling booth area.
8. Pie chart to explain the timelines of revision process.
9. Folder for Uttarakhand (with all the above contents)

Method-

1. Through PPT, the administrative machinery is to be illustrated. This administrative setup should be elaborated in a flow chart as per setup of trainee's state & district.
2. The layout, structure of the electoral roll should be explained, and the trainees should be asked to refer to it in their folder, when each component is explained.
3. Each and every feature of the electoral roll and the logic behind it should be explained. The details that have to be captured to populate all the basic data should be explicitly stated, so that the data is collected by the EROs meticulously. (Polling station amenities, post office, police station, drinking water facility etc).
4. Take a map of a polling booth area, and teach the EROs, the logic of making sections

5. Give the trainees a sketch map of a booth area, and ask them to give a outline as to how the numbering of the households, serialization of voters and sections would be made of that sketch map. (Discuss about the notional number of the house, where the numberings do not exist, and the pattern of numbering the house in 'North to South'.

6. Rationalization of polling station should be done in practical manner, by drawing a map on the flip chart and practically showing the physical barriers and spread out habitations. The points to be considered like, maximum walking distance, rivers, population etc.,

7. Types of revision and its importance. The Resource person shall start with importance of Roll Revision in Electoral Management system and should explain the procedure followed during election year and Non-election year. The resource person should focus on Intensive revision, Summary Revision, Special Summary Revision, Partly Intensive Revision and partly Summary Revision. Session should be concluded by cross-Questioning about types of revisions of electoral roll. The resource person should also explain the different supplements to be maintained during summary revision, if there is an eventuality of bye-election during the same period.

Session-4

Service & overseas electors.

Time – 30 min.

Objective – To learn categories of service & overseas electors and provisions related with them.

Resource Required-

1-Facility for power point presentation

2 -All forms (Form 2,2A, 3, 13 F, 6A)

3-Online demonstration of application submission in ERO.net and its authorization and its disposal by ERO

Method-

1. Power point presentation of the types of voters.
2. Resource person should also explain the special categories of voters and their qualifications. Who they are ? what are their qualifications ? What are the documents required from them etc.
3. The category of classified service voters, and the process of appointment of proxy voter should be explained.
4. The concept of Last Part and structure of list of service voters in electoral roll should be reiterated so that the trainee understands the continuation from the previous session with respect to the positioning of these voters in the electoral roll.
5. The registration process and the hierarchy of the record offices and their officers should be explained to the trainee. The change in the process of registration i.e., online in **servicevoter.nic.in** should be explained to the trainee.
6. The resource person should in 5 minutes demonstrate online application and disposal.
7. Resource person should also cover topics of overseas electors and their qualification and enrolment procedure.
8. The session should be concluded by focusing on precautionary measures to ensure the veracity of the applicant and documents during the enrolment of service and overseas electors
9. FAQs.

Session-5

Healthy & Error free electoral roll

Time – 60 min.

Objective – To learn about importance and preparation of healthy & accurate electoral roll

Resource Required

1-Facility for power point presentation

2 -Format 1 to 8 (Sample)

3 -Example of any State/District

Method-

1. Resource person shall make the power point presentation.
2. Format 1 which emphasizes on gender ratio, shall be keenly studied. The reasons for any deficiency in gender ratio when compared to the census gender ratio shall be identified and action plan to enrol the women/third gender missing shall be formulated.
3. Format 2 which deals with EP ratio shall be studied. If there are pockets of geographical areas where EP ratio is low, then reasons should be found out. If it is vulnerable/scheduled tribe area, then further more efforts should be made to improve the EP ratio.
4. Format 3 deals with age cohort, which gives a clear indication of the new electors that need to be enrolled every year.
5. Inclusion and deletion trends can be found out in Format 4 which gives an idea of extremely high or low addition/deletion which should be checked.
6. Format 5 B,C,D-EPIC and photo coverage should be 100 % and concerted efforts should be made where it is low.
7. Format 6- If more number of buildings are in a single premise for want of space in other areas, then when new suitable buildings come up rationalization can be done for decongesion.
8. Format 7- To observe the incremental increase in the service voters (additions/deletions of retired personnel etc.,)
9. Format 8 – gives information of migrated electors for more detailed watch if there is a huge change in one goes.
10. Hypothetical data should be given to the participants to see the understanding level about gender ratio and EP ratio, age co-hort, Photo and EPIC percentage etc.

Session-6

BLO appointment, training and monitoring.

Time-120 min

Objective – To train the EROs on the importance of BLOs in the entire scheme of preparation of the roll. The activities to be conducted by the BLOs, the registers to be maintained by the BLOs, the verification and other processes that the BLO needs to do, based on which the ERO shall accept/reject application and finalize the draft roll.

Resource Required-

1-Facility for power point presentation.

2-BLO register copy, BLO app downloading on mobile

3-Flip chart, EPIC card sample,

Method –

1. Make a presentation using the power point
2. BLO appointment, training, changing during transfers.
3. Emphasizing on the monitoring of BLOs, either directly or through supervisors and AEROs
4. Importance of keeping the required stationery and data entry operator and the monitoring of these aspects for effective roll updation.
5. Downloading BLONET app and getting familiar with it.
6. The aspects that needs to be covered in the training of the BLOs.
7. BLO verification methods, for finally taking a decision on the disposal of forms/complaints.
8. Importance of timely dispersal of remuneration.
9. Role play of ERO, BLO, new voters, shifted, dead, absentee, migrated, married woman, service voter, overseas, disabled, proxy appointment verification, logical errors, de-deuplication, polling station physical verification, checking the Assured minimum facilities, SVEEP activities, sitting in the polling station on designated days and reading the part and receiving claims and objections.

Session-7

Procedure of roll revision

Time – 30 min.

Objective – To understand the activities relating to draft electoral Roll, Voters registration cycle, Summary revision, Continuous updation, preparation of integrated roll and updation of CEO website.

Resource Required-

1-Facility for power point presentation
2-Projector
3-A sample list of logical errors
4-A sample list of de-duplication

Method-

1. Resource person shall make a PPT presentation
2. Explain the process of inclusion/deletion/correction
3. Suo-moto actions
4. Checking the important names
4. Rationalization of polling stations/sections
5. Continuous Updation
6. Updation of control table (verification if there is any change in the field)
7. Preparation of supplements and integration
8. Printing of draft roll
9. Supply to all stakeholders.

Resource Person should also explain the website updation and Specially this facility is for public like, NGRS/tracking of applications, about Revision staff and their training. The resource person should explain all Forms like 6, 6A, 7, 8, 8A, about format for elector information and publication of draft electoral Roll. He/she should explain the duty of ERO to free supply of copy of draft electoral roll to recognized political parties.

The resource person should conclude the chapter by giving emphasis on common mistakes and points for correction in draft publication.

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Session-8

Disposal of claims & objections

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Time – 60 min.

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Objective – To explain the procedure for disposal of claims & objections and facilities given to the electors

Resource Required-

1-Facility for power point presentation

2 -Sample Forms (6,6A,7,8,8A,9,10,11,11A)

Method-

1. Power point presentation
   a. Resource person should start with the requirement of taking claims and objections to make healthy and accurate electoral roll.
   b. He/She should explain the forms 6, 6A, 7, 8, 8A. He/She should prepare a case study based on claims & objections .
   c. Resource person should elaborate on the procedure to be adopted for accepting or rejecting a claim. The provisions for check list generations, verification, sample cross verification through supervisors, AEROs of extreme cases etc.,
   d. Resource person should also explain form 9, 10, 11, 11 A and the importance of publication of these in the notice board.
   e. Resource person should also clarify matter of citizenship and important document needed for different forms. Emphasis should be given on supervision and checks which are mandatory & appeal against EROs decision.
   f. Resource person should conclude the chapter by role play, where there would be an application for addition, and then an objection, then a hearing, then verification through BLO and further verification through supervisor and AERO and ultimately the disposal.
   g. FAQs.

Session-9

Final Publication of Electoral Roll

Time – **30 min.**

Objective – To understand the process of final publication of Electoral Roll

Resource Required-

1- Facility for power point presentation

2- Sample Elector Roll of any Polling Station

Method- Resource person should start with amendments (Supplements) - Like addition, deletion and correction. He/She should explain notice of final publication of elector roll, Provision to free supply of electoral roll copies to recognized political parties. The procedure adopted during election year and non election year should also be covered. RTI Act applied to Electoral Roll should be explained. Chapter should be concluded by explaining safe custody and up keep of electoral roll and connected papers.

Session-10

Digitalization of Electoral Roll and ERONET

Time – 2 hours session

2 hours hands on

Objective – To enable the trainees to use ERONET and other features of the software

Resource Required-

1-Facility for power point presentation

2- Computer/Laptop with system expert in each computer.

3 -Not more than 2 participants on one computer.

Method-

1. Power point presentation of the ERONET with detailed discussion on each of its features and utilities.
2. The architecture of the ERONET and NVSP should be explained
3. Logical architecture should also be explained.
4. Functionalities and features of ERONET should be explained.
5. The reports available in the dashboard, and the using it for improving the roll quality and monitoring should be explained.
6. The various roles in the ERONET is to be explained.
7. The workflow in ERONET is to be explained, so that ERO is clear about the internal data exchange in the system, between himself and all other subordinate staff/officials and also the way the reports would be generated in the DEO/CEO level based on his effective handling of the system.
8. Functions of the Data entry operator, AERO, ERO are to be shown
9. Suo-moto action features are to be shown.
10. Replacement of photos, logical error removal, Demographical Similar Entry (DSE) removal etc to be explained.
11. Monitoring dashboard to be explained.
12. Polling station rationalization, section formation, control table Updation etc to be explained.
13. Printing of EPIC and Updation of Electoral roll to be explained.
14. A brief introduction of ERONET should be given to the trainees. Their maximum queries should be answered in class room then after they should be taken to the lab. Every participant will be allowed to handle demo software on

each and every aspects like architecture, module, data uploading, running of application, preparation of EPIC, generation of report etc. Light should also be thrown on control table, elector's details table and data security.